CALIFORNIA STATE LIBRARY

LIBRARY SUPPORT STAFF TRAINING (LSST) PROGRAM
STUDENT APPLICATION

FY 2015/2016

INSTRUCTION GUIDE

Deadline: Submit Application to the Cooperative Library System by Tuesday, March 23, 2015.

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Funding Comments

Given the difficult budget situation this year, we are unable to make firm commitments for LSTA funded projects at this time. We would like you to proceed ahead with the paperwork so we can proceed as soon as the State budget is passed. Thank you for your patience.

Program Goal

The goal of this program is to support the development of library support staff by providing candidates for Library Support Staff Certification (LSSC) with reimbursement for their coursework toward their certification. (Note: A support staff position is defined as a library position which does not require a Master's degree in library and information science.)

How the Program Works

Employees of public and county law libraries can apply for reimbursement for coursework taken toward obtaining their Library Support Staff Certification from the American Library Association-Allied Professional Association (ALA-APA).

To apply for coursework reimbursement, individuals working for a California public or county law library need to complete the *LSST Student Application* and submit it to their local Cooperative Library System.

All applicants will be notified if they were selected, or not selected, to receive reimbursement funding by the Cooperative Library System.

Library employees must submit an application to the Library Support Staff Certification Program prior to beginning any coursework for which they are seeking reimbursement.

What the Program Pays For

Library employees may be reimbursed up to $3,000 per grant year for LSSC approved coursework, up to a maximum of three years. The list of approved courses, and their fees, can be found at http://ala-apa.org/lssc/approved-courses/. In many instances the same online course may be offered by one or more providers at varying costs. In these situations, students must enroll in the least expensive course that meets their needs.

Upon successful completion of the employee's first LSSC course, the employee may request reimbursement for the application fee. Those receiving additional assistance from ALA for this program can only receive reimbursement for costs not covered by ALA.

Time Table

March 23, 2015	Deadline for receipt of library staff applications at the Cooperative Library System headquarters
June 15, 2015	Anticipated Notification of Award or Non-Award to the Cooperative Library Systems
July 1, 2015	Anticipated beginning of grant year
June 30, 2016	All requests for tuition reimbursement must be submitted to the Cooperative Library System contact person prior to this date.

Responsibilities of Students Selected to Receive Reimbursement

- Provide receipts and proof of grade received in courses to the Cooperative Library System contact person in a timely manner.
- Track the amount of reimbursements requested during the grant year in relation to your total grant award.
- Complete and provide your Student Final Program Narrative Report to the Cooperative Library System contact person no later than **July 31, 2016**.

Instructions for Completing the Application

Please be sure to follow all the instructions or else your application will be disqualified.

Item	Notes
1.	Check the Past Recipient box if you have received this grant in the past. Check the New Student box if you have not received this grant in the past.
2.	Fill in the name of the library where you are employed, not the branch name. For example, fill in the Sacramento Public Library, not the Natomas Branch.
3.	Fill in your full legal name, phone number, and email address.
4.	Fill in your library's local Cooperative Library System. See page 4 for a list of libraries and Cooperative Library Systems.
5.	Enter the reimbursement amount you are requesting.
6.	List the courses for which you will be seeking reimbursement. The information you provide on the number of courses to be completed must be as accurate and realistic as possible.
7.	Tell us why you are interested in pursuing your Library Support Staff Certification. Limit your response to no more than 200 words using a 12 point font.
8.	Review and sign your application.
9.	Have your library director or their designee sign your application verifying employment.

Submission Instructions

Provide original plus three (3) copies of your application to the designated contact person at the Cooperative Library System no later than **Monday, March 23, 2015** for submission to the State Library.

Incomplete applications, or student applications submitted directly to the State Library will be disqualified.

COOPERATIVE LIBRARY SYSTEMS

Please check this list to see which Cooperative System your library belongs to. If your library is listed as a non-affiliated library, or if you work in a county law library, please contact the nearest Cooperative Library in your region. Contact information appears on page 8.

Alameda County Library Pacific Library Partnership	**Alameda Free Library** Pacific Library Partnership
Alhambra Civic Center Library Southern California Library Cooperative	**Alpine County Library/Archives** NorthNet Library System
Altadena Library District Southern California Library Cooperative	**Amador County Library** 49-99 Cooperative Library System
Anaheim Public Library Santiago Library System	**Arcadia Public Library** Southern California Library Cooperative
Azusa City Library Southern California Library Cooperative	**Banning Library District** Inland Library System
Beaumont Library District Inland Library System	**Belvedere-Tiburon Library** NorthNet Library System
Benicia Public Library NorthNet Library System	**Berkeley Public Library** Pacific Library Partnership
Beverly Hills Public Library Southern California Library Cooperative	**Brawley Public Library** Serra Cooperative Library System
Buena Park Library District Santiago Library System	**Burbank Public Library** Southern California Library Cooperative
Burlingame Public Library Pacific Library Partnership	**Butte County Library** NorthNet Library System
Calabasas City Library Southern California Library Cooperative	**Calaveras County Library** 49-99 Cooperative Library System
(Calexico) Camarena Memorial Library Serra Cooperative Library System	**Camarillo Public Library** Southern California Library Cooperative
Carlsbad City Library Serra Cooperative Library System	**(Carmel) Harrison Memorial Library** Pacific Library Partnership
Cerritos Public Library Non-Affiliated	**Chula Vista Public Library** Serra Cooperative Library System
Coalinga-Huron Unified School District San Joaquin Valley Library System	**Colton Public Library** Inland Library System
Colusa County Free Library NorthNet Library System	**City of Commerce Public Library** Southern California Library Cooperative
Contra Costa County Library Pacific Library Partnership	**Corona Public Library** Inland Library System
Coronado Public Library Serra Cooperative Library System	**Covina Public Library** Southern California Library Cooperative
Daly City Public Library Pacific Library Partnership	**Del Norte County Library District** NorthNet Library System
Dixon Public Library District NorthNet Library System	**Downey City Library** Southern California Library Cooperative
El Centro Public Library Serra Cooperative Library System	**El Dorado County Library** NorthNet Library System
El Segundo Public Library Southern California Library Cooperative	**Escondido Public Library** Serra Cooperative Library System

Folsom Public Library NorthNet Library System	**Fresno County Public Library** San Joaquin Valley Library System
Fullerton Public Library Santiago Library System	**Glendale Public Library** Southern California Library Cooperative
Glendora Library & Cultural Center Southern California Library Cooperative	**Hayward Public Library** Pacific Library Partnership
Hemet Public Library Inland Library System	**Humboldt County Library** NorthNet Library System
Huntington Beach Library Non-Affiliated	**Imperial County Library** Serra Cooperative Library System
Imperial Public Library Serra Cooperative Library System	**Inglewood Public Library** Southern California Library Cooperative
Inyo County Free Library Inland Library System	**Irwindale Public Library** Southern California Library Cooperative
Kern County Library San Joaquin Valley Library System	**Kings County Library** San Joaquin Valley Library System
Lake County Library NorthNet Library System	**Larkspur Public Library** NorthNet Library System
Lassen Library District NorthNet Library System	**Lincoln Public Library** NorthNet Library System
Livermore Public Library Pacific Library Partnership	**Lodi Public Library** 49-99 Cooperative Library System
Lompoc Public Library Black Gold Cooperative Library System	**Long Beach Public Library** Southern California Library Cooperative
Los Angeles County Public Library Southern California Library Cooperative	**Los Angeles Public Library** Southern California Library Cooperative
Los Gatos Public Library Pacific Library Partnership	**Madera County Library** San Joaquin Valley Library System
Marin County Free Library NorthNet Library System	**Mariposa County Library** San Joaquin Valley Library System
Mendocino County Library NorthNet Library System	**Menlo Park Public Library** Pacific Library Partnership
Merced County Library San Joaquin Valley Library System	**Mill Valley Public Library** NorthNet Library System
Mission Viejo Library Santiago Library System	**Modoc County Library** NorthNet Library System
Mono County Free Library NorthNet Library System	**Monrovia Public Library** Southern California Library Cooperative
Monterey Public Library Pacific Library Partnership	**Monterey County Free Libraries** Pacific Library Partnership
Monterey Park Bruggemeyer Library Southern California Library Cooperative	**Moorpark City Library** Southern California Library Cooperative
Moreno Valley Public Library Inland Library System	**Mountain View Public Library** Pacific Library Partnership
Murrieta Public Library Inland Library System	**Napa City-County Library** NorthNet Library System
National City Public Library Serra Cooperative Library System	**Nevada County Library** NorthNet Library System
Newport Beach Public Library Santiago Library System	**Oakland Public Library** Pacific Library Partnership

Oceanside Public Library Serra Cooperative Library System	**Ontario City Library** Inland Library System
Orange Public Library Santiago Library System	**Orange County Public Libraries** Santiago Library System
Orland Free Library NorthNet Library System	**Oxnard Public Library** Southern California Library Cooperative
Pacific Grove Public Library Pacific Library Partnership	**Palm Springs Public Library** Inland Library System
Palmdale City Library Southern California Library Cooperative	**Palo Alto City Library** Pacific Library Partnership
Palo Verde Valley Library District Inland Library System	**Palos Verdes Library District** Southern California Library Cooperative
Pasadena Public Library Southern California Library Cooperative	**Paso Robles Public Library** Black Gold Cooperative Library System
Placentia Library District Santiago Library System	**Placer County Library** NorthNet Library System
Pleasanton Public Library Pacific Library Partnership	**Plumas County Library** NorthNet Library System
Pomona Public Library Southern California Library Cooperative	**Porterville Public Library** San Joaquin Valley Library System
Rancho Cucamonga Public Library Inland Library System	**Rancho Mirage Public Library** Inland Library System
(Redlands) A. K. Smiley Public Library Non-Affiliated	**Redondo Beach Public Library** Southern California Library Cooperative
Redwood City Public Library Pacific Library Partnership	**Richmond Public Library** Pacific Library Partnership
Riverside Public Library Inland Library System	**Riverside County Library System** Inland Library System
Roseville Public Library NorthNet Library System	**Sacramento Public Library** NorthNet Library System
Salinas Public Library Pacific Library Partnership	**San Anselmo Public Library** NorthNet Library System
San Benito County Free Library Pacific Library Partnership	**San Bernardino Public Library** Inland Library System
San Bernardino County Library Inland Library System	**San Bruno Public Library** Pacific Library Partnership
San Diego Public Library Serra Cooperative Library System	**San Diego County Library** Serra Cooperative Library System
San Francisco Public Library Pacific Library Partnership	**San José Public Library** Pacific Library Partnership
San Juan Bautista City Library Pacific Library Partnership	**San Leandro Public Library** Non-Affiliated
San Luis Obispo City-County Library Black Gold Cooperative Library System	**(San Marino) Crowell Public Library** Southern California Library Cooperative
San Mateo Public Library Pacific Library Partnership	**San Mateo County Library** Pacific Library Partnership
San Rafael Public Library NorthNet Library System	**Santa Ana Public Library** Non-Affiliated
Santa Barbara Public Library Black Gold Cooperative Library System	**Santa Clara City Library** Pacific Library Partnership

Santa Clara County Library Pacific Library Partnership	**Santa Clarita Public Library** Southern California Library Cooperative
Santa Cruz Public Libraries Pacific Library Partnership	**Santa Fe Springs City Library** Southern California Library Cooperative
Santa Maria Public Library Black Gold Cooperative Library System	**Santa Monica Public Library** Non-Affiliated
(Blanchard) Santa Paula Public Library Black Gold Cooperative Library System	**Sausalito Public Library** NorthNet Library System
Shasta Public Libraries NorthNet Library System	**Sierra Madre Public Library** Southern California Library Cooperative
Signal Hill Public Library Southern California Library Cooperative	**Siskiyou County Free Library** NorthNet Library System
Solano County Library NorthNet Library System	**Sonoma County Library** NorthNet Library System
South Pasadena Public Library Southern California Library Cooperative	**South San Francisco Public Library** Pacific Library Partnership
St. Helena Public Library NorthNet Library System	**Stanislaus County Free Library** 49-99 Cooperative Library System
Stockton-San Joaquin Co. Public Library 49-99 Cooperative Library System	**Sunnyvale Public Library** Pacific Library Partnership
Sutter County Library NorthNet Library System	**Tehama County Library** NorthNet Library System
Thousand Oaks Library Southern California Library Cooperative	**Torrance Public Library** Southern California Library Cooperative
Trinity County Free Library NorthNet Library System	**Tulare Public Library** San Joaquin Valley Library System
Tulare County Free Library San Joaquin Valley Library System	**Tuolumne County Library** 49-99 Cooperative Library System
Upland Public Library Inland Library System	**Ventura County Library** Southern California Library Cooperative
Vernon Public Library Non-Affiliated	**Victorville City Library** Inland Library System
Watsonville Public Library Pacific Library Partnership	**Whittier Public Library** Southern California Library Cooperative
Willows Public Library NorthNet Library System	**Woodland Public Library** NorthNet Library System
Yolo County Library NorthNet Library System	**Yorba Linda Public Library** Santiago Library System
Yuba County Library NorthNet Library System	

CONTACT INFORMATION
COOPERATIVE LIBRARY SYSTEMS

Black Gold Cooperative Library System (BLACK GOLD) Maureen Theobald, Executive Director 3437 Empresa Drive, Suite C San Luis Obispo CA 93401-7355 Phone: (805) 543-1093 Fax: (805) 543-9487 mtheobald@blackgold.org	**49-99 Cooperative Library System (49-99)** Diane Satchwell, Executive Director 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: (626) 359-0001 dsatchwell@socallibraries.org
Inland Library System (INLAND) Vera Skop, Administrator 555 W. Sixth Street San Bernardino, CA 92410-3094 Phone: (909) 381-8201 Fax: (909) 381-8229 vskop@inlandlib.org	**NorthNet Library System (NLS)** Linda Crowe, Chief Executive Officer 2471 Flores Street San Mateo, CA 94403-2273 Phone: (650) 349-5538 ext.3040 Fax: (650) 349-5089 crowe@plsinfo.org
Pacific Library Partnership (PLP) Linda Crowe, Chief Executive Officer 2471 Flores Street San Mateo, CA 94403-2273 Phone: (650) 349-5538 ext.3040 Fax: (650) 349-5089 crowe@plsinfo.org	**San Joaquin Valley Library System (SJVLS)** Jeffrey Crosby, Administrative Librarian 2420 Mariposa Street Fresno, CA 93721-2285 Phone: (559) 600-6283 Fax: (559) 488-2965 jeffrey.crosby@sjvls.org
Santiago Library System (SLS) Vera Skop, Administrator 555 W. Sixth Street San Bernardino, CA 92410-3094 Phone: (909) 381-8201 Fax: (909) 381-8229 vskop@inlandlib.org	**Serra Cooperative Library System (SERRA)** Diane Satchwell, Executive Director 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: 626) 359-0001 dsatchwell@socallibraries.org
Southern California Library Cooperative (SCLC) Diane Satchwell, Executive Director 248 E. Foothill Blvd., Suite 101 Monrovia, CA 91016-5522 Phone: (626) 359-6111 Fax: 626) 359-0001 dsatchwell@socallibraries.org	

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